

## PHA Creating a New Assessment

### Logging in to the System:

#### First Time Users

If this is the first time using the system, click “Associate CAC with Account” and continue through the prompts to associate your CAC.

#### Logging in with a CAC

If you have registered your CAC and your CAC is currently in the system, click “CAC login.”

#### Logging in without a CAC

If you do not have access to a CAC reader, click “Request Temporary CAC Exemption.” Your Username is your DOD ID, which can be found on the back of your CAC. When logging on with your Username and Password, you will always be prompted to answer your Security Question and a CAPTCHA. All CAC Exemptions will expire after 72 hours. To receive an additional extension, contact the PHA Help Desk.

### Completing a New Assessment

From the User Homepage, click “Start New Assessment.”



Read the Privacy Act Statement and click “Acknowledge.”

Read statement and click “Let’s Get Started.”

All fields are required on PHA. When all required fields on a page are completed, the word “Incomplete” will no longer appear next to the page number. If required fields are left blank on a page, next to the page number it will read “Incomplete.”

PHA	Service Member
 17:20 RESET  SAVE  PRINT  CLOSE	Page 1
	Page 2
	Page 3 Incomplete
	Page 4 Incomplete
	Page 5 Incomplete
	Page 6 Incomplete
	Page 7 Incomplete
	Page 8 Incomplete
	Page 9 Incomplete

When the Assessment is complete, click “Go to Review” on Page 26 or on the left side toolbar from any page.

- If you receive a pop up that states, “The form is not yet completed. Review cannot be started until all required questions are answered,” check on the side bar which page still says “Incomplete.” Note: if answering a question requires more information, the additional information is required as well.
- If you receive a pop up that states, “Would you like to begin the assessment certification process by going to the review page?” by clicking “OK” to proceed to review and sign your assessment. To save and return later, click “Cancel.” Then click the “SAVE” button on the left side toolbar.

To sign your document, review the questions and click “Sign and Finish” at the bottom of the page. A pop up will ask you to confirm you would like to finish your Assessment. Note: once you click “Finish,” you will no longer be able to edit the Assessment.

### Certification of your Assessment:

As a User, your homepage will have all of your past PHAs visible as well as their certification by each role. As your PHA is completed, check marks will appear in the role completed as viewed in the below image.

The image shows a user interface for a 2016 assessment. At the top, a blue diamond contains the year "2016". Below it is a "Start New Assessment" button. The interface displays two assessment dates: "October 4, 2016" and "July 13, 2016". For each date, there are four roles: SERVICE MEMBER, RECORD REVIEWER, MHA PROVIDER, and HEALTH CARE PROVIDER. Each role has a circular status indicator. For the "July 13, 2016" assessment, all four roles have a blue circle with a white checkmark, indicating completion. A red oval highlights these four completed status indicators. A link "View Educational Report" is visible below the "July 13, 2016" date.

Assessment Date	SERVICE MEMBER	RECORD REVIEWER	MHA PROVIDER	HEALTH CARE PROVIDER
October 4, 2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
July 13, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

[View Educational Report](#)

If your Assessment does not have a check in the circle, it has not been completed by the corresponding role.

As the Service Member, if you have started a survey but not completed it, no other role will be able to view or certify your assessment. Upon completion of your assessment, the circle over "SERVICE MEMBER" will be blue with a check in it.